



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, July 18, 2016 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	October 11, 2016

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
Kevin Reinike, Professional Member
Barbara Williams, Public Member
Dean Pierson, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Nicole Williams, Administrative Specialist II
Maria Higdon, Administrative Specialist II

MEMBER ABSENT

Margaret Harper, Public Member
John Starke, Professional Member
Valarie Lacey, Public Member

ALSO PRESENT

Jennifer Allen, Association Executive, First State Manufactured Housing Association

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the April 11, 2016 meeting. Mr. Reinike made a motion to approve the minutes, seconded by Mr. Pierson. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

Review of Draft Rules and Regulations – Updated Training (HUD) and Continuing Education

Mr. Rudy advised the Board about the updated training, HUD, to help foster with reciprocity applicants. Mr. Maloney advised that he did not yet have the draft ready for the Board to review at this time due to the moratorium of the Governor's Executive Order 60, which was an order that would lessen the regulatory load on the Boards and Commissions. He will have the draft rules and regulations ready for review at the next meeting date.

Mr. Rudy stated that the HUD training was adopted and the Board accepted the changes at the Board's last meeting. Mr. Snyder made a motion to table this agenda item until the next Board meeting for discussion, seconded by Mr. Reinike. By unanimous vote the motion carried.

Review and Discussion of the Board's Crimes List

Mr. Maloney advised the Board to review their current list of substantially related crimes list in the rules and regulations to determine which crimes listed need to remain and which need to be removed. Mr. Rudy advised that due to a statute initiative a while ago, the Board was encouraged to provide a substantive and comprehensive crimes list to be placed in the rules and regulations. Mr. Maloney stated that due to the most recent statute change all Board's crimes lists need to be revised to aide in assisting those that have had a conviction to be granted a waiver of that conviction if the person is able to practice in their profession without jeopardizing the health, safety, and welfare of the public. Mr. Maloney explained that the Board will propose to deny an application where the applicant has a conviction that is substantially related to the practice of the profession. The applicant is afforded the opportunity to request a hearing before the Board to address the Board regarding that conviction. The Board will then determine whether the conviction can be waived when proof shows that the person can practice competently in the profession. Mr. Maloney stated the Board needs to review their current crimes list to determine which crimes listed will not affect the practice of the profession with the intention of removing those crimes specifically from the rules. Mr. Rudy suggested that the Board review the current crimes list to decide which crimes are not applicable. Mr. Snyder inquired if how often in this profession do the listed criminal convictions occur. Mr. Rudy provided a scenario with the Engineering Board where a heinous crime of which an applicant was convicted was not listed in the crimes list. The Engineering Board held a hearing however the person was granted a license because the conviction was not listed within the Board's list of crimes substantially related.

Mr. Maloney stated that he can review the Board's current crimes list and provide the Board with an update as to which crimes listed can be removed. Mr. Pierson made a motion for Mr. Maloney to review the crimes list to correct the citations that have been condensed into other crimes or that can be removed entirely from the rules for discussion at the next meeting, seconded by Mr. Reinike. By unanimous vote, the motion carried.

Board Elections

Mr. Rudy advised the Board that it was time to elect new officers for the Board. The Board reviewed their current terms as members of the Board. Mr. Snyder made a motion to keep the current Board officers as they are until further change is needed, seconded by Mr. Reinike. Mr. Maloney read the statute regarding the Board members appointments, composition, qualifications, term and officers. Ms. Williams, the Board's admin, advised the Board of their current terms and officers. Currently, Mr. Rudy is the President, Mr. Snyder is the Vice-President, Mr. Starke is the Complaint Officer, and Ms. Lacey is the Education Officer. Mr. Maloney advised the Board to fill the current vacant secretary position. Mr. Rudy advised Mr. Snyder to amend his proposed motion. Mr. Snyder made a motion to amend his previous motion to elect Mr. Pierson as the Board's secretary and keep all other officers of the Board in their current position, seconded by Mr. Reinike. By unanimous vote, the motion carried.

CORRESPONDENCE

There was no correspondence for review or discussion.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Rudy reminded the Board of the importance of the next Board meeting since they will be reviewing rules and regulations due to the HUD training and the crimes list.

PUBLIC COMMENT

Ms. Allen stated that the courses are on their website and the Division's website has a link to their website for those courses.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, October 10, 2016 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Snyder made a motion, seconded by Mr. Reinike, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:33 a.m.

Respectfully submitted,



Nicole M. Williams
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.